

How to Create a New Site

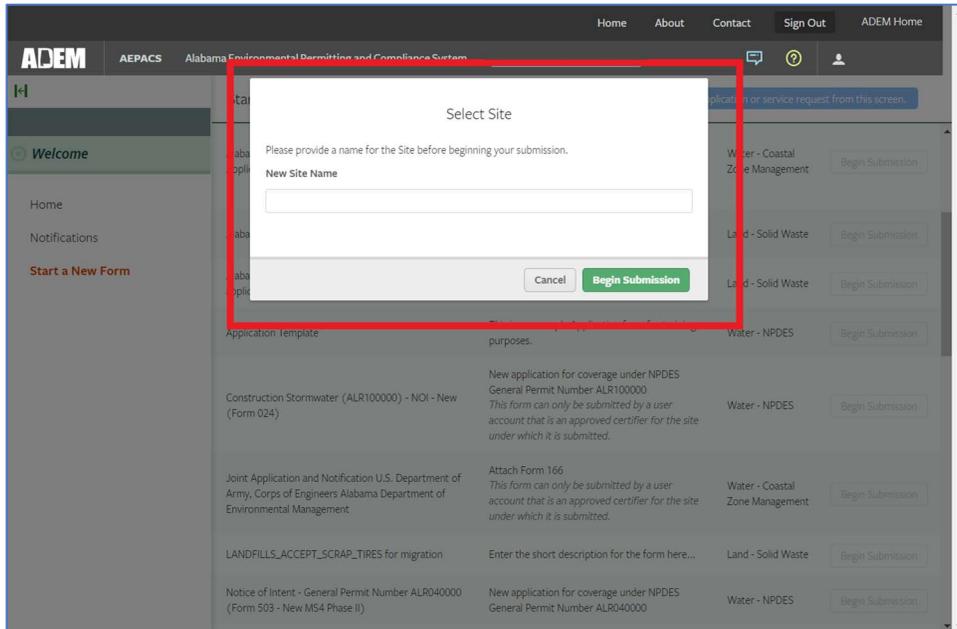
1. On the AEPACS home page (<https://adem.alabama.gov/aepacs>), click “Sign In” and provide the login credentials for your AEPACS account.
2. On the AEPACS navigation bar (left side of screen), click “Start a New Form”. The following screen appears with a list of forms that can be submitted for a new site/project. You can filter the list using the Form Name, Form Description, or Program Area to help find the form that you need.

Form Name	Form Description	Program Area	
401 WQC Request-404 Application from Applicant	Request Form 404 <i>This form can only be submitted by a user account that is an approved certifier for the site under which it is submitted.</i>	Water - 401 Water Quality Certification	Begin Submission
Alabama Coastal Area Management Program Application for New Commercial or Residential Development Permit	This form is a template. This is only for use in creating new forms. <i>This form can only be submitted by a user account that is an approved certifier for the site under which it is submitted.</i>	Water - Coastal Zone Management	Begin Submission
Alabama Coastal Area Management Program Application for New Groundwater Extraction Permit	This form is a template. This is only for use in creating new forms. <i>This form can only be submitted by a user account that is an approved certifier for the site under which it is submitted.</i>	Water - Coastal Zone Management	Begin Submission
Alabama Recycling Fund Grant Application, Form 009	Alabama Recycling Fund Grant Application, Form 009	Land - Solid Waste	Begin Submission
Alabama Recycling Fund Grant Application, Form 009 application	Alabama Recycling Fund Grant Application, Form 009	Land - Solid Waste	Begin Submission
Application Template	This is an example Application form for training purposes.	Water - NPDES	Begin Submission

3. On the AEPACS “Start a New Form” page, click “Begin Submission” on the row for the form you wish to submit.

Alabama Coastal Area Management Program Application for New Commercial or Residential Development Permit	This form is a template. This is only for use in creating new forms. <i>This form can only be submitted by a user account that is an approved certifier for the site under which it is submitted.</i>	Water - Coastal Zone Management	Begin Submission
Alabama Coastal Area Management Program Application for New Groundwater Extraction Permit	This form is a template. This is only for use in creating new forms. <i>This form can only be submitted by a user account that is an approved certifier for the site under which it is submitted.</i>	Water - Coastal Zone Management	Begin Submission
Alabama Recycling Fund Grant Application, Form 009	Alabama Recycling Fund Grant Application, Form 009	Land - Solid Waste	Begin Submission
Alabama Recycling Fund Grant Application, Form 009 application	Alabama Recycling Fund Grant Application, Form 009	Land - Solid Waste	Begin Submission
Application Template	This is an example Application form for training purposes.	Water - NPDES	Begin Submission
Construction Stormwater (ALR100000) - NOI - New (Form 024)	New application for coverage under NPDES General Permit Number ALR100000 <i>This form can only be submitted by a user account that is an approved certifier for the site under which it is submitted.</i>	Water - NPDES	Begin Submission
Joint Application and Notification U.S. Department of Army, Corps of Engineers Alabama Department of Environmental Management	Attach Form 166 <i>This form can only be submitted by a user account that is an approved certifier for the site under which it is submitted.</i>	Water - Coastal Zone Management	Begin Submission

4. A dialog box will appear that asks you to provide the name of the site that you wish to create for the form that you plan to submit. After entering the name, click “Begin Submission”.



5. The form landing page will appear. Review the instructions, and then click “Begin Form Entry” to create the site. The site is added to your AEPACS site list with the assigned user role of administrator. *Note: Your authorization for the role of administrator will be verified when the form is processed and ADEM will update your access and authorization if necessary.*

